

The DD Form 2977, Deliberate Risk Assessment Worksheet is now available in GRAT. Please note that the DD Form 2977 does not have the same functionality as the DA Form 7566 previously did in GRAT. The Combat Readiness Center is currently in the process of developing a new tool, the Joint Risk Assessment Tool, JRAT, which will replace GRAT. The inclusion of the DD Form 2977 in GRAT is an interim measure to assist you with your risk management process until JRAT is fielded.

The GRAT version of DD Form 2977 does not have digital signature and e-mail capabilities. As you are preparing a DD Form 2977 in GRAT, blocks 3.i. Signature of Preparer and 12.d. Signature of Approval Authority are not visible. After completing the DD Form 2977 and saving it using the “Save” button, you will be able to save the worksheet to your computer as a PDF using the “Save to PDF” option or a Word document using the “Save to Word” option which will show the signature blocks on the form. Once you have saved the document as a PDF or Word document you will be able to print and manually sign the document or add a digital signature(s).

Saving the DD Form 2977 as a PDF will provide you with the ability to enter digital signatures for both the preparer and the approval authority. Saving the DD Form 2977 as a Word document will only allow you to insert one digital signature.

Digital Signature in a PDF:

1. Select *Fill & Sign* from the menu on the top, right hand side.
2. Click on *Place Signature*.
3. In the *Place Signature* pop up window select *Use a certificate* and then click *Next* (If this window does not pop up skip to the next step).
4. In the pop up window select *Drag New Signature Rectangle....*
5. Place your curser in the signature box and draw a rectangle using your mouse.
6. In the pop up window select *Sign*.
7. A pop up window showing your certificate information will appear, select *Sign*.
8. You will then be prompted to save the form to your hard drive. Save and title the form as you wish. The form will be saved with digital signature and can be emailed as an attachment.

Note: This digital signature process can be used by both the preparer and the approval authority, however, each signer must create their own signature block.

Digital Signature in a Word Document:

To insert a signature line in the document:

1. Click inside the signature block.
2. On the Insert tab, in the Text group, click on Signature Line (If a pop up window appears asking for “Signature Services from the Office Marketplace...” click the OK button).
3. In the Signature Setup dialog box:
 - Type the signer's name in the Suggested signer box.
 - Type the signer's organizational title (if any) in the Suggested signer's title box.
 - Type the signer's e-mail address (if any) in the Suggested signer's e-mail address box.
4. Verify that the select the *Show sign date in signature line* box is checked.
5. Click OK.

To sign a signature line in the document:

1. Double-click the signature line where your signature is requested (If a pop up window appears asking for “Signature Services from the Office Marketplace...” click the OK button).
2. In the Sign dialog box, do one of the following:
 - Type your name in the box next to the X.
 - Click Sign.

3. You can now save the document and email as an attachment.

Note: This digital signature process can only be used once in the document. It is recommended to type in the name of the preparer and utilize the digital signature capability for the approval authority.

You will still be able to access previously completed DA Form 7566 risk management worksheets in GRAT.

JRAT is expected to be fielded in September, 2015 and will contain a fully functional DD Form 2977 with embedded digital signature capability. JRAT will also include numerous improvements including the ability to collaborate on a risk management worksheet and perform spelling and grammar checks.